

PADBURY PARISH COUNCIL

**RISK MANAGEMENT
2019**

L = Low M = Medium H = High

Area	Risk	Level	Control
Assets	Protection of Physical Assets	M	Play equipment, tractor and grounds maintenance equipment insured. Check value every three years
	Maintenance of equipment	M	Annual ROSPA inspection - all necessary repairs or replacements carried out. Other repairs as necessary.
Finance	Banking	M	Check interest rates and banking arrangements on an annual basis or more frequently as needed.
	Risk of loss of income	M	Insurance cover
	Loss of cash through theft or dishonesty	L	No petty cash. Very small amount of cheques handled Income and expenditure monitored by Council at each Council meeting
	Financial Controls and records	M	Bank account reconciliation carried out each month and reported to each Council meeting Internal and External audits
	Comply with Customs and Excise Regulations	L	Parish Clerk to reclaim VAT annually. Internal and External Audit (where necessary following Transparency Code) provide double check

Area	Risk	Level	Control
	Sound budgeting to underlie precept	M	Parish Clerk to monitor budget and report to members at each meeting
	Comply with borrowing restrictions	L	No borrowing at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces regularly checked Risk assessments carried out as needed.
	Legal liability as a consequence of asset ownership	M	Insurance in place
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including employees organisation
	Comply with Inland Revenue Requirements	M	Regular advice from Inland Revenue. Salary reported using HMRC/RTI Internal Auditor carries out annual checks
Legal Liability	Ensuring activities are within legal powers	H	Parish Clerk clarifies the legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via the minutes	M	Parish Council meets 11 times per year with additional meetings as necessary Minutes and all documents required by Transparency Code made available to the press and public on the village notice boards and/or Parish Council website
	Proper Document Control	M	Leases and legal documents to be kept safely at the Clerks address. Important documents held on memory stick, Asus Cloud and Drop Box Storage. Other data stored to comply with the Data Protection Act and under the retention of documents requirements.
Councillor Propriety	Code of Conduct	H	All Councillors to act within the rules under the Code of Conduct which each member has signed up to

Area	Risk	Level	Control
	Register of Interest and Gifts and hospitality in place	H	Register of Interests completed Gifts and Hospitality Register is available to Members
Councillor and Officer Continuing competence	Potential for Members and Officers to become out of date	M	<p>Ensure Proper Officer holds, or is working towards, the formal qualifications required in their contract (CiLCA). Encourage attendance on relevant courses and seminars offered for Proper Officer continuing professional development, and provide full financial support for this purpose.</p> <p>Encourage attendance by Members on appropriate courses, seminars and workshops provided by:</p> <ul style="list-style-type: none"> • BMKALC • CIB • BCC • AVDC • CPRE <p>All new Members to attend a Councillors Induction Course as soon as practicable after accepting Office.</p> <p>Encourage attendance at meetings where new policies and potential best practice are being discussed. These include:</p> <ul style="list-style-type: none"> • BMKALC Parishes Liaison Meeting • Buckingham LAF • NBPPC • AVALC <p>Proper Officer to maintain a register of attendances, by member/officer, at any of the above. To be reviewed annually.</p>

COSHH	Use of chemicals under the COSHH regulations	H	COSHH Register adhered to if chemicals etc used Risk Assessment carried out before use
Display Screen Equipment Assessment	The Parish Clerk should ensure that his/her working environment fulfils the requirements of the Display Screen Equipment Regulations	H	Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user Risk Assessment to be carried out
Risk Assessments	Dangers unspotted when work being carried out	H	Risk Assessment to be carried out for all work that is deemed necessary
Personal Protective Equipment (PPE)	Personal danger	M	PPE should be considered as a last resort where all other introduced precautions cannot adequately control the hazard
Independent Contractors	Liability when operating on Parish Property	H	All contractors to carry liability insurance and to conduct risk assessments
Pavilion	Injury/illness to users of the pavilion	L	HSE approved health and safety checklist for village and community halls completed Risk assessment and management plan completed Health and safety policy statement produced Appropriate signage and first aid kit provided
Pavilion	Fire damage to pavilion structure and fittings Injuries caused by fire to users of pavilion	L L	Fire risk assessment carried out Appropriate signage and fire-fighting equipment provided

Reviewed and approved at 14th May 2019 meeting

Signed

M. Long, Chairman 14/05/2019